

## **ROLE OF DEPARTMENTS**

### **Parks and Forestry Division – Department of Public Works**

This department is responsible for *maintenance* of public parks and public trees. The Superintendent is also the Town of Needham's Tree Warden. The Director of Public Works oversees the department, along with four other divisions, and the Department of Public Works (DPW) is under the jurisdiction of the Board of Selectmen.

The maintenance of Athletic Fields is only one segment of the work that must be done by the Parks and Forestry Division, and projects must fall into priority with the other projects that the division is required to accomplish. This division of DPW is readjusting its maintenance schedule to add in requirements for synthetic turf fields and new sand-based fields.

**Athletic Field Maintenance** begins sometime in March, depending on the weather and the current workload of the Parks Division. Priority is given to preparing the fields used by High School Athletics, starting with fields used for the varsity teams. The next level of priority goes to spring tournaments or special events. The Parks Division tries to coordinate the next level based on the priority requests from Youth Sports Organizations. Final priority is given to fields used only by adults.

The Assistant Superintendent will make decisions in consultation with the Superintendent, and will act on behalf of the Superintendent during his absence.

***Organizations are not permitted to do any type of maintenance on fields without permission from the DPW Parks Division and Park and Recreation Commission.***

### **Park and Recreation Commission**

This department is responsible for the *administration* of public parks and athletic fields, including parks under the jurisdiction of the Park and Recreation Commission, Board of Selectmen, School Committee, *and* the Memorial Park Trustees. The Park and Recreation Commission and Memorial Park Trustees are elected boards that make policy decisions related to use of fields and parks. The Director, with the assistance of the department staff, oversees the day-to-day operations related to field and park administration. Park and Recreation is the major communication link to the community groups using the fields.

In addition to responsibilities to public parks and athletic fields, Park and Recreation has many other responsibilities, including offering programs each season for all age groups, and overseeing the operations and maintenance of the Rosemary Pool Complex.

***Both departments have numerous responsibilities outside of the maintenance and administration of athletic fields. Requests from users of athletic fields will have to be judged based on the other priorities of the department at the time, so it is best to make requests early!***

# **ROLE OF SPORTS ORGANIZATIONS**

## **LEAGUE PRESIDENTS**

Unless otherwise requested by the league, the President will be the primary contact with the Park and Recreation Department. This individual is responsible for:

- Submitting field request information by the appropriate dates;
- Coordinating use with other groups, especially when there are shared permits and conflicts;
- Coordinating lining by private contractors with Parks and Forestry Division work schedule;
- Training coaches and parents on the rules of field usage;
- Making decisions on field use during inclement weather: evenings, holidays, and weekends;
- Submitting Field Administration and Field Maintenance Fees by scheduled date;
- Contacting Park and Recreation with requests and safety concerns;
- Ensuring that all participants of his/her group are participating in a safe program.

## **FIELD SCHEDULERS**

Based on the field space made available to the league through the group permit, this person schedules all games and practices. At times, this person is named by the league to be the main contact with Park and Recreation. This individual is responsible for:

- Creating schedule that works within the permit given to the league;
- Insuring that all coaches know when special events supersede permits;
- Working out schedule conflicts with other groups;
- With League President, making decisions on field use during inclement weather: evenings, holidays, and weekends;
- Contacting Park and Recreation with tournament requests.

## **COMMUNICATION**

Each group is responsible for making sure that all coaches, parents and participants are aware of all rules regarding use of fields and that the parks and neighbors are treated respectfully!

The Parks and Forestry Division prefers to get official requests submitted through Park and Recreation. Requests are handled more efficiently when submitted in writing. If you are not sure of the status of the request, do not hesitate to call and follow through.

Each group is responsible for requesting additional services for special events. Nothing is done automatically, due to the large number of special events held by many groups other than sports organizations throughout the year. The Superintendent of Parks and Forestry will make the decision on what tasks can be done during the work day, and what requests could be considered for overtime work funded by the specific organization.

***Coaches, parents and participants should not contact Park and Recreation or the Parks and Forestry Division directly.*** They will be asked to contact their league officials to make the formal request. This is for the protection of league officials, who often make decisions for their whole program, that might not have been accepted by the minority. This also reduces the amount of phone calls to both departments, who already receive a high volume of calls from residents on many topics.